


## ***Internship Policy***

Approved:   
Date: October 2015

### **I. Policy**

The Nebraska Probation System considers the internship program to be of value to the Probation System, community, stakeholders, and to the individual. Thus, all intern appointments shall receive written approval from the Office of Probation Administration prior to onset of the internship program.

### **II. Purpose**

The intent of this policy is that internship program in each district shall include provisions for selection, training, and length of service and completion of service. Internship programs should have definitions of tasks, responsibilities, and authority of said interns as authorized by the Chief Probation Officer or designee.

### **III. Reference**

Not applicable.

### **IV. Procedure**

#### **A. District Requirement**

Each district shall establish a minimum of 120 hours requirement for all interns in order that the intern receives maximum benefit of the program. The Chief Probation Officer or designee may waive this minimum requirement if there are extenuating circumstances.

#### **B. Application Process**

The intern shall complete the appropriate application, which includes authorization for a criminal history check, and the district shall review the applicant's criminal history as well as their educational status\* prior to the onset of the internship program.

\*An applicant for internship shall be determined to have reached junior status at an accredited college or university prior to consideration

#### **C. Oversight and Agreement**

The intern applicant must be a current student at an accredited college or university wishing to donate his/her time and efforts to a human-services resource. The Chief Probation Officer or designee, upon receiving a request for an internship program, may take responsibility or assign responsibility to a probation officer to make sure that an application for an internship program is completed, the required sections of policy are

read and discussed, and appropriate approval is sought from the Administrative Office of Probation.

D. Waiver and Release

Districts shall provide against liability in that no interns shall be allowed to participate in home visits or bar checks. Interns may be allowed to participate in other types of field visits such as school, employment, treatment, or other similar visits if approved by the Chief.

E. Confidentiality Agreement

Prior to involvement, all interns shall agree in writing to abide by all Nebraska Probation System policies, particularly those relating to security of files and confidentiality.

F. Instruction

All interns shall be provided with adequate instruction and guidance prior to performing any service.

G. Communication

Interns shall not be allowed direct communication with the courts on any probation-related matters. This is the probation officer's responsibility.

H. Termination

In the event an intern becomes a detriment and unwilling or unable to follow guidance or use the internship program as a learning experience, the intern may be terminated. The instructor/advisor referring the student shall be notified of the termination.

I. Evaluation

There shall be a completion/evaluation process in each intern program that meets the needs of both the district and the referring educational institution program.